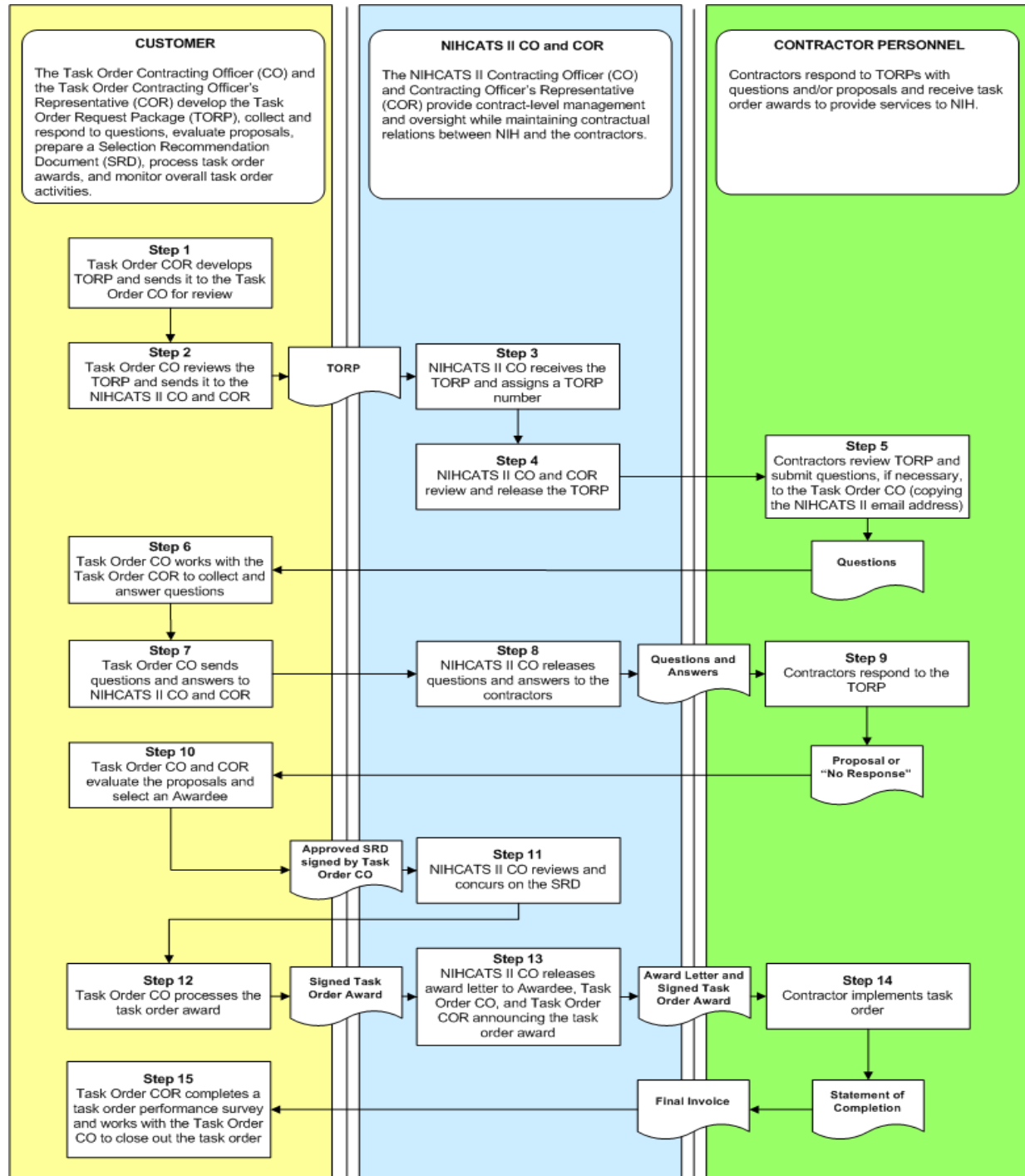





The figure below charts the task order procedures from initiation of the requirement through task order close-out mapping each step to the party primarily responsible for completing the required activities. Each step is outlined on the reverse side of this document and described in more detail in the Standard Operating Procedures available on the NIHCATS II Website (<http://NIHCATSII.olao.od.nih.gov>).





The NIH Conference, Administrative, and Travel Services II (NIHCATS II) Contract will utilize a manual process until the electronic Government Ordering System (eGOS) is implemented to support the development of task orders. For additional information, please e-mail the NIHCATS II Program Support Team at [NIHCATSII@mail.nih.gov](mailto:NIHCATSII@mail.nih.gov).


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**Step 1 - Task Order COR develops TORP and sends it to the Task Order CO for review**  
The Task Order Contracting Officer's Representative (COR) develops the Task Order Request Package (TORP) using the TORP Form available online and then submits the TORP to the Task Order Contracting Officer (CO) for review.
- 


**Step 2 - Task Order CO reviews the TORP and sends it to the NIHCATS II CO and COR**  
The Task Order CO reviews the TORP and then sends it to the NIHCATS II CO and COR via the NIHCATS II e-mail (NIHCATSII@mail.nih.gov).
- 


**Step 3 - NIHCATS II CO receives the TORP and assigns a TORP number**  
The NIHCATS II CO assigns the TORP an official number prior to review.
- 


**Step 4 - NIHCATS II CO and COR review and release the TORP**  
The NIHCATS II CO and COR review the TORP for completion and scope. Following this review, the NIHCATS II CO will release the TORP to all contractors via e-mail in accordance with the Fair Opportunity Process.
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**Step 5 - Contractors review TORP and submit questions, if necessary, to the Task Order CO (copying the NIHCATS II email)**  
Contractors will have the opportunity to evaluate the requirement and submit questions for clarification.
- 


**Step 6 - Task Order CO works with the Task Order COR to collect and answer questions**  
The Task Order CO and Task Order COR sufficiently respond to any questions submitted.
- 


**Step 7 - Task Order CO sends questions and answers to NIHCATS II CO and COR**  
The Task Order CO sends the questions and answers to the NIHCATS II CO and COR once finalized.
- 


**Step 8 - NIHCATS II CO releases questions and answers to the contractors**  
The NIHCATS II CO performs a cursory review and releases the questions and answers to all the contractors.
- 


**Step 9 - Contractors respond to the TORP**  
The contractors submit a written proposal or a "No Response" statement to the Task Order CO via e-mail copying the NIHCATS II e-mail. (For non-NIH task orders, contractors include a 1% fee as part of their business proposal.)
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**Step 10 - Task Order CO and COR evaluate the proposals and select an Awardee**  
The Task Order CO and Task Order COR evaluate the proposals and select an Awardee. The Task Order COR completes a Selection Recommendation Document (SRD) providing a rationale for the selection. The Task Order CO reviews the SRD, signs it, and sends it to the NIHCATS II CO for concurrence.
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**Step 11 - NIHCATS II CO reviews and concurs on the SRD**  
The Task Order CO sends the signed SRD to the NIHCATS II CO via the NIHCATS II e-mail for concurrence.
- 

**Step 12 - Task Order CO processes the task order award**  
The Task Order CO processes the task order award after receiving concurrence and sends a signed copy of the award to the NIHCATS II CO.
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**Step 13 - NIHCATS II CO releases award letter to Awardee, Task Order CO, and Task Order COR announcing the task order award**  
The NIHCATS II CO releases an award letter along with the signed task order award to the winning contractor copying the Task Order CO and Task Order COR.
- 

**Step 14 - Contractor implements task order**  
The contractor is authorized to contact the Task Order COR to start the work.
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**Step 15 - Task Order COR completes a task order performance survey and works with the Task Order CO to close out the task order**  
When task order performance is completed, the Task Order CO and COR will work to close out the task order and complete a task order performance survey (send when complete to the NIHCATS II COR via e-mail at NIHCATSII@mail.nih.gov).



Task Order  
CO / COR



NIHCATS II  
CO / COR



Contractor  
Personnel